

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 28 MAY 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Tony Gill, Rod Head, Victoria Head, Sue Jelfs, Garrad Millier, Keith Mitchell and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillor Andrew McHugh and seven members of the public.

APOLOGIES: Parish Councillor Steven Cox submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Ann Lyons submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

1/19 Suspension of Standing Orders – The Chairman proposed that Standing Order 5f be suspended for the first item on the agenda only, to enable the Vice-Chairman to take the Chair.

Resolved that Standing Order 5f be suspended for the following item only (minute number 2/19).

2/19 Appointment of Chairman for 2019/2020 – The Vice-Chairman asked for nominations for the position of Chairman for 2019/2020.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2019/2020.

The Chairman then signed the Chairman's Declaration of Acceptance of Office.

3/19 Appointment of Vice-Chairman for 2019/2020 – The Chairman asked for nominations for the position of Vice-Chairman for 2019/2020.

Resolved that Councillor Keith Mitchell be appointed as Vice-Chairman for 2019/2020.

Councillors Colin Astley and Tony Gill stated that they had resigned from the Parish Council and left the meeting at this point.

4/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 12/19(x) – Adderbury Feoffees – Councillor Diane Bratt declared an interest in this item because she rented land which neighboured the Feoffees land which had been sold.

Resolved that the interests be noted.

5/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 30 April 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 April 2019 be approved and signed by the Chairman

6/19 Matters Arising from the Minutes of 30 April 2019 – There were no matters arising.

7/19 Chairman's Announcements

- Councillor Sue Jelfs signed the Declaration stating that she will treat their fellow Councillors and Officers with respect and will not make personal attacks on individuals or their integrity, as per the Hoey

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Ainscough Report as agreed under minute 158/18 (iii) (b) on 30 April 2019, however the declaration was caveated by Councillor Jelfs. This declaration had now been signed by all Councillors.

- A letter/email would be sent from the Parish Council, to the new Vicar Rev Liz Simpson, welcoming her to the Parish. **Action TG**
- Thanks were passed to Councillors Martin Rye, Garrad Millier and Steven Cox for painting the village gateways.
- A letter/email of thanks would be sent to Mr Lawrence Millier for conducting the village shop survey. **Action TG**
- The Parish Council accepted the quote from Mr D Chandler to repair the wooden bollards which border Dog Close and the Lucy Plackett Playing Field. **Action TG**
- It was reported that the wooden bollards by the Oak Tree were starting to rot. Councillors would look at these and report back to the Clerk. **Action TG**
- A new location for the Silent Soldier would be discussed at the next meeting. **Action TG**
- WFAC was holding a concert in St Mary's Church on Saturday 1 June 2019 and everyone was asked to support the event.
- A letter of thanks would be sent to Rupert Golby and his mother for purchasing and planting a new tree behind the bus shelter on Cross Hill Road. **Action TG**

- 8/19 Open Forum** – A resident addressed the Parish Council with regard to the development on Milton Road and potential issues relating to the entrance/exit of the site and the positioning of the building. The Chairman advised that comments on these matters could be made officially, once the full planning application for the building was submitted to Cherwell District Council (CDC).

A resident also addressed the Parish Council with regard to speeding traffic on Berry Hill Road and the speeds which had been recorded by Thames Valley Police.

The Chairman thanked the residents for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

- 9/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

District Councillor Andrew McHugh reported that with regard to speeding vehicles on Milton Road, Thames Valley Police had now received their Speed Indication Device (SID) and he would be arranging a meeting with the Community Speed Watch Scheme Officer to discuss how the Scheme could be progressed. In addition, he would be making a presentation to CDC's Parish Liaison Meeting on 12 June 2019.

Councillor McHugh also reported on some potential issues which had been uncovered at 41A Rochester Way. This matter was now being dealt with by Thames Valley Police and the Enforcement Team at CDC.

The Chairman thanked the Councillors for their reports.

Resolved that the reports be noted.

10/19 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

19/00688/F	Mr Richard Gibbs 2 Deene Close Adderbury Remove existing garage roof and trusses, build on top of existing garage walls to form a first floor bedroom, re-install trusses and re-roof in the original roof tiles; partition off existing bedroom to form hallway and study room
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- 19/00113/TCA Mr Thomson
Woodbine Cottage East End Adderbury
T1 x Field Maple - Remove.
- 19/00120/TCA Ms Owen
Little Manor, Manor Road, Adderbury
T1 x Lime (Tilia) - Crown lift by 6.0m and reduction by 3.0m of the lower branches of the southern canopy in order to clear from neighbouring house and driveway to help prevent failure risk and increase light levels.
- 19/00118/TCA Mr Welsh
Millway House, High Street, Adderbury
T1 x Eucalyptus - Fell.

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- 19/00567/F Barwood Homes Ltd
OS Parcel 3491 North of Adderbury Court Oxford Road Adderbury
Variation of conditions 2 (drawings of compliance), 6 (Landscaping) & 14 (boundary treatment) of 16/01459/F - Amendments to previously approved southern boundary treatment to the rear of plots 19-22 adjacent to public footpath 11; with associated amendments to previously approved landscaping scheme.

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning application/works to trees:

- 19/00619/F Mrs B Biggam
Land East of The Leys Adderbury
Erection of 3 No dwellings on land east of The Leys, Adderbury
This application had now been withdrawn.

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders:

- 19/00805/F Graham Appleton
Ridgeway Lodge Manor Road Adderbury
Demolition of existing garage and swimming pool building and erection of a dwellinghouse

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council (CDC).

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and the management of the land; **Action TG/DB**
- 3) a meeting be organised for Parish Councillors, who are not Trustees of WFAC, with the Architects to enable those Councillors to have a full understanding of the project; **Action DB**
- 4) the Chairman and Clerk be authorised, with the Architect, to begin pre-application discussions with CDC based on the concept designs shown at the APM and at the public meeting (held before the Parish Poll), in preparation for the submission of the full planning application for Phase 2 (community building, highway entrance) of the project; **Action TG/DB**

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- 5) the specifications to obtain quotations for the Quantity Surveyor's Initial Budget Cost Plan be approved; and **Action TG/DB**
 - 6) the specifications to obtain quotations for the next stage of the Architect's work, be approved. **Action TG/DB**
- iv) Oxfordshire Neighbourhood Plan Network – Prior to the meeting, the minutes of the meeting held on Saturday 11 May 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted.

11/19 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council.

Resolved that the report be noted.

- iii) Village Shop – Prior to the meeting, a report had been circulated to the Parish Council with regard to the closure of the village shop, following an informal meeting of Councillors and interested residents and a survey which had been undertaken by a resident of the village, Mr Lawrence Millier.

District Councillor Andrew McHugh agreed to forward to the Parish Council, information on CDC's Business Rates Relief Scheme.

Resolved that:

- 1) the report be noted;
- 2) Mr Lawrence Millier be thanked for his survey;
- 3) the Working Group be accepted to take forward the issue, including the findings of the survey; and
- 4) the Working Group make further investigations on the issue, as outlined in the report and make recommendations as to whether or not it is sustainable for a village shop to be re-introduced into Adderbury and if so, the options which are available to do this.

12/19 Parish Council Matters

- i) Results of Parish Poll – The Parish Council discussed the results of the Parish Poll held on 13 May 2019 and whether a letter should be sent to Victoria Prentis MP and also the Minister for Housing, Communities and Local Government, regarding the potential revision of rules regarding Parish Polls in order to avoid their misuse.

Resolved that:

- 1) the results be noted;
 - 2) it be noted that the village agrees with the Parish Council's decision to support new Sports and Community facilities on the Milton Road and to use the Section 106 funds already allocated, for this project;
 - 3) it be noted that the village does not want Adderbury Parish Council to ask Oxfordshire County Council to carry out a formal consultation with all residents on the introduction of traffic calming measures to reduce speed of traffic on village roads.
 - 4) it be noted that the village does not want Section 106 funds allocated to the Milton Road project (or any other project) to be reallocated to traffic calming; and
 - 5) contact be made with Victoria Prentis MP and the Minister for Housing, Communities and Local Government highlighting the potential misuse of Parish Polls and whether legislation could be changed to address this. **Action TG/DB**
- ii) Committees:

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- Environment Committee – The minutes of the meeting held on 10 May 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that the minutes be noted and the recommendations approved. **Action TG**

- Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees, reviewed the Parish Council's and staff subscriptions to other bodies and confirmed the insurance arrangements.

Resolved that:

- 1) the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees be deferred to the next meeting of the Parish Council;
Action TG
- 2) the areas of responsibility for monitoring the village be reviewed by the Environment Committee; **Action TG/MR**
- 3) the Parish Council's and staff subscriptions to other bodies be noted; and
- 4) the insurance arrangements be confirmed.

- iv) Parish Council Documents – The Parish Council was asked to approve a number of documents for 2019/2020.

Resolved that:

- 1) Standing Order 2(s) – this be amended to read:

Such a request shall be made before the vote is taken. Once Councillors have raised their hands to vote the Clerk will read out the name of each Councillor and asks him/her to confirm their vote. This is completed at each stage for those in favour/against/abstain and this is marked on a 'Recorded Vote' counting sheet. The Clerk then reads out the result once all votes have been cast. After this announcement, the meeting moves onto the next item of business on the agenda.

- 2) the following documents be approved for 2019/2020:

- Asset Register
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy

- v) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

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- vi) Parish Council Surgeries – Councillors Diane Bratt and Keith Mitchell had attended the last surgery and issues had been raised with regard to moles at the Cemetery and the Milton Road project.

Resolved that the report be noted.

- vii) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; Councillor Steven Cox had reported prior to the meeting, that there were no issues at The Rise, except some litter which he had cleared away;
- Lucy Plackett Playing Field/Play Area; In the absence of Councillor Ann Lyons, Councillor Sue Jelfs would inspect the Lucy Plackett;
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- viii) Nature Reserve at the Railway Embankment (next to the Lucy Plackett Playing Field) – Prior to the meeting, the Parish Council had received a report with regard to establishing a nature reserve at the railway embankment.

Resolved that:

- 1) the report be noted; and
- 2) a Working Group of Councillors Sheila August, Diane Bratt, Steven Cox and Garrad Millier be established to progress the idea of a nature reserve at the old railway embankment and to consider Jeremy Sacha's suggestions and agree the priorities. **Action DB**

- ix) Registration of Land – Prior to the meeting, a report had been circulated with regard to starting the process for registering areas of Parish Council land.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to start the process for registering the Parish Council land; and
- 3) quotes be obtained from three solicitors with regard to assisting the Parish Council this work. **Action TG/DB**

- x) Adderbury Feoffees – Councillor Sue Jelfs gave a verbal report on the Feoffees, which included how the Charity had begun, how it obtained its funds and how those funds were spent. Councillor Jelfs also gave information on the recent sale of Feoffees land in Bodicote, to a developer, with reference to those documents which are in the public domain on CDC's Planning Portal.

Resolved that the report be noted.

13/19 Finance

- i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – May 2019 salary	
T Goss – Expenses for May 2019	
OCC Pension Fund – Clerks pension for May 2019	
T Goss - Petty cash top-up	£50.00
Derek Latham & Co Ltd – Preparation for concept proposals for Milton Road project	£2400.00
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field in April 2019	£583.99
S.Cochrane – Cleaning the bus shelters	£100.00
Castle Water – Water rates for Walled garden Allotments	£29.01
Spratt Endicott – Deed of Easement Covenant, Banbury Road, Adderbury	£125.00
Design Grow – Maintenance at Adderbury Lakes	£67.80

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Bloxham Parish Council – SLCC Clerk’s Annual membership	£46.25
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£205.00

Grants 2019/2020	Amount
Adderbury Party In The Park	£200.00
St. Mary’s Church, Adderbury PCC	£200.00
Adderbury Gardening Club	£200.00
1st Adderbury Guides	£60.00
Adderbury, Deddington and District Photographic Society	£200.00
Evergreens	£200.00
Christopher Rawlins PTFA	£500.00
Adderbury & District Wi	£200.00
Working For Adderbury Community	£200.00
Adderbury Parish Institute	£250.00
1st Adderbury Scout Group	£250.00
Deddington Day Centre	£500.00
Adderbury History Association	£200.00
Adderbury Park Football Club	£200.00
Oxfordshire County Council - Cherry Tree Centre Grant	£500.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 28 May 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander and Cambridge Building Society be noted and the income be included in the next report. **Action TG**

- iii) Internal Audit 2018/2019 – Prior to the meeting, the Statement of Internal Control and Review of the Effectiveness of the Internal Audit had both been circulated to the Parish Council.

Resolved that Statement of Internal Control and Review of the Effectiveness of the Internal Audit for 2018/2019 be approved.

14/19 Correspondence – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY (Two Items)

15/19 Royal Lime Tree in the Lucy Plackett Playing Field – The Parish Council discussed a proposal for replacing the damaged Royal Lime tree in the Lucy Plackett Playing Field. However it was reported that the tree appeared to be sprouting again and had not died.

Resolved that no action be taken at the current time and the tree be monitored. **Action DB/AL**

16/19 Grass Cutting – Prior to the meeting, the Parish Council had received a report from Councillor Sue Jelfs with regard to a meeting with Green Scythe Limited and the Chairman held on Tuesday 14 May 2019, relating to the grass cutting in the Lucy Plackett Playing Field.

Resolved that the report be noted.

16/19 Exclusion of the Public and Press

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Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 17/19, 18/19 & 19/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

17/19 Boreholes in Adderbury Cemetery – Prior to the meeting, a report had been circulated to the Parish Council with regard to advice which had been received on the water levels in the ground in Adderbury Cemetery.

Resolved that:

- a) the report be noted; and
- b) the Clerk and Chairman be authorised to continue to gather the necessary information and quotes and to look into the marking out of suitable grave spaces in the cemetery. **Action DB/TG**

18/19 Rawlins Close Amenity Land – Prior to the meeting, a report had been circulated with regard to a request from a resident relating to the ownership of the amenity land.

Resolved that the land remains in the ownership of the Parish Council as part of the Rawlins Close open space amenity area. **Action TG**

19/19 Planning Application 19/00619/F - Land East of The Leys Adderbury - The Chairman reported that the access to this proposed development, would cross over a track which belonged to the Parish Council. However the application had now been withdrawn.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to continue to clarify this matter; and **Action TG**
- 3) it be noted that the application has now been withdrawn.

20/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 25 June 2019
- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

21/19 Items for Future Agendas (For Information Only)

- Appointment of Council Representatives & Council Committees and Working Groups
- Location of the Silent Soldier

(Meeting closed at 9.30pm)

Chairman – 25 June 2019